

25X1

B4G 2-GR

S E C R E T



4 FEB 1988

MEMORANDUM FOR: Director of Logistics

THROUGH: Chief, Evaluations and Plans Staff  
DDO/Space Management Officer  
Deputy Director for Operations

FROM:

Chief, Near East and South Asia Division

SUBJECT:

Renovation of the  
Facility, Room 6 C 19, Headquarters

REFERENCE:

1. Action Requested: Your approval for renovations to be performed in Room 6C19 of the original Headquarters building.

2. Background: In the past year, the number of personnel assigned to Near East Division has nearly doubled. This increase has resulted in a tightening of work space per individual and a degradation of working conditions. Renovations are needed to modify and improve existing work space to better the working environment.

3. The cost of this renovation is based on estimates submitted by FMD/OL is ready to start renovations as soon as project is approved.

4. Recommendation: NE Division recommends that this request be approved, as the improved environment will increase work productivity in

S E C R E T

S E C R E T

25X1

SUBJECT: Renovation of the [redacted] Facility,  
Room 6 C 19, Headquarters

CONCUR:

25X1

[redacted]  
Chief, Evaluation and Plans Staff

\_\_\_\_\_  
Date

25X1

[redacted]  
DDO/Space Management Officer

\_\_\_\_\_  
Date

25X1

[redacted]  
Deputy Director for Operations

09 Feb 88  
\_\_\_\_\_  
Date

APPROVED:

25X1

[redacted]  
Director of Logistics

29 Feb 1988  
\_\_\_\_\_  
Date

S E C R E T

25X1

25X1

**Page Denied**

Next 3 Page(s) In Document Denied

25X1

25X1

S E C R E T

11 APR 1986

MEMORANDUM FOR: DO Division and Staff Chiefs

INFO: DO Support Chiefs

FROM:

[REDACTED]  
Chief, Evaluation & Plans Staff

SUBJECT: Repairs and Renovations

1. The Deputy Director for Administration (DDA) has placed a moratorium on repairs and renovations beyond the bare necessities as a result of Agency budget reductions during FY 1986. In addition, due to budget constraints, the DDA has discontinued funding repairs and renovations amounting to \$5,000 or less in space occupied by other directorates in the Headquarters building and outlying buildings in the Washington metropolitan area normally funded by the Directorate of Administration.

2. The Executive Director has asked all Directorates to follow suit. In keeping with this request and the tight money situation in the DO, only repairs and renovations to meet bare necessities will be undertaken and will require the prior approval of the DDO. Requests for approval with supporting justification should be forwarded to the DDO via Chief, Evaluation and Plans Staff.

3. The Deputy Director for Administration has also placed a freeze on the movement and modification of telephone and data terminal lines and equipment, including installation of the new non-secure telephone system. Exceptions to this freeze may be approved only by the Director, Office of Information Technology. Requests for exceptions originating from DO components should be addressed to Director, Office of Information Technology via Chief, Evaluation & Plans Staff.

C/EPS/RDI [REDACTED]

11 April 1986

Distribution:

1 - All Addressees

1 - C/EPS

1 - EPS Chrono

1 - [REDACTED] (orig.) ✓

S E C R E T

*6/10/12*  
*File*  
*Ch. Her*  
6 March 1986

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: James H. Taylor  
Executive Director

SUBJECT: Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. This moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 normally funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

STAT

James H. Taylor

OL 0010-3

ADMINISTRATIVE - INTERNAL USE ONLY